

# Communications Specialist

## Kingman Police Department

### \$16.58—\$19.74 (Hiring Range DOQ)

*The City of Kingman has an opening for a Communications Specialist and we are developing a hiring register for Communications Specialists. These positions are critical to the City of Kingman in providing emergency, 9-1-1, dispatching services. We are looking for team-oriented individuals who desire and continuously strive to provide excellent customer service to the citizens and employees of the City of Kingman and the agencies we work with and are able to exhibit excellent multi-tasking skills. These positions are full-time, benefits eligible. Requires working rotating shifts (day, evenings, nights, weekends and holidays). Shift premium is \$.80/hour.*

*Applications will be screened and qualified candidates will be invited to test (must successfully pass each testing phase to move to next level:*

- 1. Typing test—45 wpm.*
- 2. Criti-Call **testing process to be held the week of June 21, 2010.** Criti-Call is an assessment based testing tool to determine a candidate's skill and aptitude levels to perform the position responsibilities.*
- 3. Oral Board Interviews*

#### CITY OF KINGMAN

Human Resources Department  
310 N. 4th Street  
Kingman, AZ 86401

Phone: 928-753-5561

Fax: 928-753-3544

Website: [www.cityofkingman.gov](http://www.cityofkingman.gov)



## 9-1-1 Emergency Dispatching

**APPLY NOW !!!**

**POSITION CLOSES 5:00 P.M., JUNE 4, 2010**

**(Postmarks/Faxes/E-Mails Not Accepted)**

To obtain complete job description, application materials and supplemental background forms, visit the City of Kingman's website or contact the City of Kingman Human Resources Department.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

Graduation from high school or equivalent; Experience in public contact desired; Computer experience helpful and any equivalent experience.

##### Special Requirements:

- Must pass police background examination, polygraph, and psychological testing.
- No felony convictions
- Must possess valid Arizona Driver's License
- Requires typing/word processing at minimum of 45 words per minute (WPM) Typing test will be issued to candidates in conjunction with the other testing processes. Must successfully pass each phase of testing to continue into next phase of testing.

**FOR COMPLETE DETAILS AND QUALIFICATIONS FOR POSITION, SEE JOB DESCRIPTION.**

**Note Reference Examination:** The City of Kingman reserves the right to consider only the most highly qualified applicants for the succeeding examinations processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment is subject to successful completion of a City paid post employment medical examination.

**Note Reference American Disabilities Act:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**